

~~CONFIDENTIAL~~ SECRET

OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	Security Information	APPROVAL DATE	CONTROL NO.	Page 1 of 1 Pages	
TRAINING			7/17/53	Approved For Release 2002/05/01 : CIA-RDP78-03568A000600030018-3		P-70		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)	
<div></div> TRAINING DIVISION GROUND BRANCH TRAINING AIDS SECTION	25X1A		<div></div> TRAINING DIVISION GROUND BRANCH TRAINING AIDS SECTION		25X1A			
Training Assistant	GS-1711-6	733	Motion Pic Proj	GS-1668-6	899			
Training Assistant	GS-1711-5	734	Motion Pic Proj	GS-1668-6	899.01			
By written request, from Chief, Support Staff, dated 17 July 1953.								
No change in T/O Strength.								
NEW OFFICE TOTALS			APPROVAL					
T/O Strength		25X9	SECRET			The changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is		
			<div></div>			Chief, Class. & Wage Div.		
						TITLE		

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 17 July 1953

FROM : Director of Training

SUBJECT: Request for Up-grading of Position

1. The T/O for the Training Aids Section, [REDACTED] provides for two Training Assistants, one of which is graded GS-6, U 733, and one GS-5, U734. However, experience has shown that the duties performed by the individuals in these positions are practically identical. Such duties include:

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- (a) Operation and maintenance of still and movie projectors.
- (b) Production and playback of recordings and performance of related services as requested by instructors.
- (c) Projection of entertainment movies as required.
- (d) Film filing according to reference catalogue numbers.
- (e) Maintenance of record players, vu-graphs, and other audio-visual equipment.
- (f) Participation in instructional skits as required.
- (g) Assist in administrative detail of film section (typing, of film requests, equipment inventories, etc.)
- (h) Inspection and editing of film footage.

2. In view of the above, it is requested that position #U 734, GS-5, be classified as GS-6.

[REDACTED]

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MATTHEW BAIRD

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